



OFFICE OF THE ASSESSOR

City of Burlington

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www.burlingtonvt.gov/assessor

Public Information Request Form

Please use this form to request information and/ or copies of public records that will require Assessor's Office Staff time and assistance to fulfill. A **\$20.00 fee** applies for all offsite storage retrievals. Other costs may be incurred which need to be reimbursed by the requestor/agent.

Date: _____

Name of Requestor: _____

Mailing Address: _____

Email Address: _____

Please describe with as much detail as possible the specific information requested:

What format would you like the information in (ie paper copies, email attachment etc?)

Please note: The Assessor's Office may encounter technical limitations with regard to the format of the information to be provided. Please confirm with Assessor's Office Staff at the time of request submittal. *Turn round for this request may take a minimum of two weeks.*

Signature of Requester: _____

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For Office Use Only

Date Stamp – Date Request Received

Person receiving request: _____
Date request fulfilled: _____
Amount Due, if applicable: _____
Date(s) Requester Contacted: _____
Date Requester Paid, if applicable: _____

Date Mailed / Delivered to Requester (circle one): _____